AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only
(X) Action

FROM (DEPT/ DIVISION): Stephen Craigen , Elections-Records Supervisor

PROGRAM: Elections

SUBJECT: Election Payable - OCVR Annual Maintenance

Approval is sought for a payable for the Oregon Centralized Voter Registration System's maintenance for the current year. The maintenance of the statewide system is split among the state and all 36 Oregon counties. Umatilla County's share is $7,776, which is over $5,000, and requires Commissioner approval. This is a yearly routine expense for voter registration, and has been budgeted.	( ) ACTION REQUESTED: Approve payable to the Oregon Secretary of State in the amount of $7,776 for OCVR maintenance.

ATTACHMENTS: Payable

Date: (10/28/2025) Submitted By: (Stephen Craigen)

************For Internal Use Only************

Checkoffs:
( ) Dept. Head (copy)
( ) Human Resources (copy)
( ) Budget (copy)
( ) Fiscal
( ) Legal (copy)
( ) (Other - List:)

To be notified of Meeting: Dan Lonai

Needed at Meeting:

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Scheduled for meeting on: November 5, 2025

Action taken:

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Follow-up:

UMATILLA COUNTY PAYMENT REQUEST

PEID-AC	9166-05	Call Finance for PEID #
NAME	SECRETARY OF STATE	
ADDRESS	Business Services Division	
ADDRESS	255 CAPITOL ST NE, STE 180	
CITY, STATE, ZIP	SALEM, OR 97310	

AUTHORIZATION-APPROVAL

DEPARTMENT	SIGNATURE	DATE PAID
CFO	SIGNATURE IF OVER $3,000	
BOARD	DATE - ATTACH APPROVAL	CHECK NUMBER
SUBMITTED	10/27/2025	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES	
$7,776.00	35300-530043	OCVR Annual Maintenance 7/1/2025 FY26	ARH27129	7,776.00,	10/20/2025		

$7,776.00 PAGE TOTAL

$7,776.00 GRAND TOTAL

Office Use: Pretravel Auth rec: ______ Contract Reviewed: ______ Routine: ______

Office Use: Tax ID Reviewed: ______ Quotes: ______ Bids: ______

SECRETARY OF STATE (165)
BUSINESS SERVICES DIVISION
255 CAPITOL ST NE SUITE 180
SALEM, OR 97310-

Oregon

INVOICE
AS OF 10/20/25

UMATILLA COUNTY
UMATILLA COUNTY CLERK
216 SE 4TH STREET
PENDLETON, OR 97801

CUSTOMER NO.: 0000001100 000

PAGE: 1

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INVOICE NO	DOC DATE	DUE DATE	DISC DATE	%	AMOUNT DUE
ARH27129	10/17/25	11/20/25			7,776.00

****

MM/DD/YY ----------- NARRATIVE -------------	QTY	UNIT COST	EXTENSION
07/01/25 FY26 OCVR ANNUAL MAINTENANCE	1	7,776.00	7,776.00
ARH27129 001 TOTAL			7,776.00

ADDITIONAL COMMENTS
THIS INVOICE REPRESENTS YOUR ANNUAL BILLING FOR THE OCVR SUPPORT AS PER YOUR AGREEMENT WITH THE SECRETARY OF STATE'S OFFICE.

PLEASE MAKE CHECK PAYABLE TO:
SECRETARY OF STATE
BUSINESS SERVICES DIVISION
255 CAPITOL STREET NE, STE 180
SALEM OR 97310-1342

TO ENSURE PROPER POSTING, PLEASE REFERENCE THE INVOICE NUMBER ON YOUR PAYMENT.

FOR ANY QUESIONS CALL KARLA WILLMSCHEN @ 503-986-2242.

SECRETARY OF STATE (165)
BUSINESS SERVICES DIVISION
255 CAPITOL ST NE SUITE 180
SALEM, OR 97310-

Oregon

STATE OF OREGON 1859

INVOICE
AS OF 10/20/25

UMATILLA COUNTY
UMATILLA COUNTY CLERK
216 SE 4TH STREET
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